



Legislative  
Research  
Council

# LEGISLATIVE PAGE PROGRAM

## General Information

2013

### APPLICATION AND SELECTION PROCESS

A high school senior interested in serving as a page must be sponsored by a South Dakota Legislator or Legislator-elect. After obtaining sponsorship, the student secures an application form to complete and return to the Legislative Research Council (LRC) in Pierre. Depending upon the office of his sponsor, a student applies to work for either the Senate or the House of Representatives.

Applicants should apply to work in only one chamber. The applications are reviewed. In late November or early December the President Pro Tempore, who presides over the Senate, and the Speaker, who presides over the House of Representatives, select the pages who are to serve under their respective offices during the upcoming session.

A visit to the Legislature's Internet home page (<http://legis.state.sd.us/index.aspx>) provides information about the legislative page program, your local legislators, and lets you print an application.

### TERM OF SERVICE

Pages serve during one of four different time periods. Prior to the legislative session, students are notified of the dates during which they will serve. The dates of service listed on the application are *approximate* only. The actual dates of service may differ, depending on the official calendar.

### DUTIES

Pages distribute legislative documents, run errands for legislators, answer phones, assist in the Legislative Post Office, and attend committee meetings. Pages may be assigned to a specific group of legislators to ensure that legislators are consistently well served and that each page will have ample opportunity to learn about the legislative process. However, it is the obligation of each page to assist any and all legislators as the process may require.

### COMPENSATION

Pages are reimbursed for living expenses at a daily rate established by the Legislature on the first day of session. These funds are to cover housing, meals, and other living expenses.



## **HOUSING**

The LRC will locate housing in Pierre for those pages who have not made their own arrangements. An attempt is made to house students in groups of two or more. Once students have been notified of their assignments, it is up to the students, parents or guardians, and the persons with whom the students are staying to finalize housing details such as cost and house rules. These arrangements should be agreed upon prior to a student's arrival in Pierre.

## **TRANSPORTATION**

Pages are responsible for finding their own transportation to and from work and any other transportation they may need while living in Pierre.

## **SUPERVISION**

The Speaker of the House of Representatives and the President Pro Tempore of the Senate are responsible for the overall supervision of the pages they appoint. The Page Adviser in the Legislative Research Council provides day-to-day supervision and direction.

## **WORK HOURS**

Pages work each day of the session. The hours vary from 7:30 a.m. to one hour after the session adjourns. During the initial weeks of the session, the Legislature generally adjourns by 4:00 p.m.; in the final weeks, it may recess for a dinner break and reconvene. In any case, pages must complete their daily work duties before they can go home. Except in cases of emergency, pages are not permitted time off during their terms of service.

## **PERSONAL APPEARANCE**

The Legislature is a formal, deliberative body charged with making wise and often difficult choices affecting all of South Dakota's citizens. The atmosphere of the Legislature is best served when everyone involved in the process is dressed in appropriate business attire. The Legislature provides each page with three shirts/tops in distinctive colors for each House. This ensures that you will be recognized as pages and that you can perform your work in the most effective way. Revealing wear is not appropriate for the legislative environment. Footwear should be dressy but comfortable enough for day-long wear.

## **DISQUALIFYING BEHAVIOR**

Selection as a Page for the Legislature is a privilege, and it is of the utmost importance that Pages hold themselves to the highest ethical standards. If, after an applicant has been appointed, the appointee becomes involved in unethical behavior or is charged with a crime, the appointment may be withdrawn by either the Speaker of the House or the President Pro Tem of the Senate (depending upon where the Page has been appointed to serve) or by the sponsor of the Page.

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